



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

S: 30 May 1998

REPLY TO
ATTENTION OF

AMCRDA-AP

27 February 1998

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Guidance for the Implementation of Processes
in Solicitations and Contracts

1. References:

a. Memorandum, USD (A&T), 18 Sep 97, subj: Requiring
Processes on Contract. (Encl 1)

b. Memorandum, OASA(RDA), 22 Oct 97, SAB. (Encl 2)

c. Memorandum, HQ, AMC, AMCRDA, 20 Nov 97, SAB.
(Encl 3)

d. Memorandum 98-2, DUSD(IA&I), 18 Dec 97, subj:
"Waivers for Use of Specifications and Standards". (Encl 4)

e. Memorandum, AMCRD-IEE, 26 Jan 96, subj: Change
1 to Army Standardization Improvement Policy, "Waivers for
Use of Specifications and Standards". (Encl 5)

f. Memorandum, AMCRD-IEE, 1 Mar 95, subj: "Waivers
for Use of Specifications and Standards". (Encl 6)

2. In 1994, the Secretary of Defense instituted a policy that no military specifications and standards management and manufacturing (M&M) processes are to be included in DOD solicitations, unless waived. Reference 1a extends that policy to include prohibition of M&M processes from any source in DOD solicitations. It also extended the policy to cover contracts as well as solicitations. The ASA (RDA) policy, as stated in reference 1b, makes the OSD policy mandatory for all new major and non-major system acquisitions, rebuys of major and non-major systems, spares procurements, and services within the Army.

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3. The purpose of this memorandum is to provide guidance for the implementation and use of M&M processes in solicitations and contracts. Existing waiver policy (references 1d, e and f) for the use of military specifications and standards M&M processes remains in effect. The guidance provided below applies to the extension of the prohibition to non-military M&M processes and to contracts.

4. A management process is the method by which the contractor administers or controls a program. Examples include quality management, configuration management, system engineering management, parts selection and control, and environmental management. A manufacturing process is the method by which the contractor performs an action associated with the construction or production of an item. Examples include how to solder, weld, fabricate materials, apply coatings, install parts and components, and clean surfaces and connect items. For the purposes of this policy, administrative processes, such as those associated with issuing and administering solicitations and contracts (e.g., how Engineering Change Proposals are processed), are excluded.

5. When it is determined that processes must be included in a solicitation or placed on contract, the acquisition manager shall obtain a waiver in accordance with paragraphs 5 a-g below.

a. Waivers for Use of Non-Military M&M Processes in Solicitations.

(1) When the acquisition manager determines that an M&M process should be mandated in a solicitation to protect both government and industry interests, the acquisition manager shall request a waiver from the appropriate authority.

(2) Authority to approve waiver requests for Major Defense Acquisition Programs and for all new system acquisitions is assigned to the Milestone Decision Authority.

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(3) Authority to grant waivers for non-major system acquisitions, rebuys of major and non-major systems, spares procurements and services are assigned to the Standards Executives at the Army Acquisition Organizations. Authority may be further delegated, as documented in their Master Action Plan (MAP).

(4) For rebuys of major and non-major systems and procurement of spares and services, a single waiver request may be approved for an entire system/service (i.e., the waiver authority may approve a single system level waiver for the use of all M&M processes at any level within the system including all spares technical data packages). Waivers may also be approved for individual subsystems, modules, and components.

(5) Once a waiver is approved, subsequent procurements of the same system, item, or service are exempt for two years from the waiver request/approval procedure for the same M&M processes. The justification for allowing M&M processes in a solicitation will be reevaluated each time a two-year waiver is granted.

(6) Each responsible activity must have a well-defined non-military M&M waiver process and procedure developed and documented in their MAP.

b. Waivers for Use of Military and Non Military M&M Processes in Contracts.

(1) The waiver request/approval procedure described above shall be applied when including M&M processes in contracts.

(2) A process that was waived for use in the system or service solicitation is considered waived for use in the associated contract.

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(3) If the acquisition manager (e.g., FM, contracting officer) determines that an M&M process which was not waived for use in the solicitation is required for inclusion in the contract, a waiver must be obtained prior to contract award. This includes M&M processes proposed by the contractor that were not included in the solicitation.

c. Inclusion of M&M Process Waiver Procedures in MAP.
Each Major Command, Major Subordinate Command (as appropriate), and PEO shall supplement their MAPs to describe their approach for implementing this guidance. Please submit the supplement by 30 May 98 to HQ AMC, ATTN: AMCRDA-TE, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001. The point of contact is Mr. Lynn Mohler, DSN 767-5101/ (703) 617-5101, e-mail lmohler@hqamc.army.mil.

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Army Standards Improvement Executive